



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Administration Manager

Posting Number

PN# 109383

Department

Health & Human Services

Division

Director's Office

Section

Quality Assurance

Reporting Location

8000 N Stadium Drive

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Performs substantially complex and varied administrative functions in the direction and coordination of programs and procedures in the assigned department.

CORE FUNCTIONS

- Performs and monitors comprehensive financial audits.
- Evaluates operational and financial processes and determines best business practices.
- Participates as team leader in resolution of complex issues.
- Reviews both Federal and State grants to ensure compliance.
- Performs comprehensive contract compliance reviews and determines performance metrics.
- Performs Quality Assurance protocols to ensure quality of service.
- Performs special projects as requested.

WORKING CONDITIONS

The position is physically comfortable, the individual has discretion about walking, standing, etc.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Political Science, Psychology or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

- Six years of pertinent, progressive professional experience in personnel, administration, accounting or a closely related field are required.
- A Master's degree in Business Administration, Public Administration or a field closely related to the work being performed may be substituted for two years of experience.
- Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

- SAP and QA/Auditing Experience.
- Bilingual (English/Spanish).
- Strong spreadsheet experience, both in development and analysis. Experience in both Excel and Access.
- Strong communication skills, team management skills, and experience working in a health environment a plus.
- Experience in a complex dynamic environment.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GENERAL FUNDED POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 26
\$1,587 - \$3,016 Biweekly \$41,262 - \$78,416 Annually

OPENING DATE

March 15, 2006

CLOSING DATE

March 28, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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